



The State of New Hampshire
Department of Environmental Services

Michael P. Nolin
Commissioner



IMPORTANT: ACTION REQUIRED

October 1, 2005

Subject: Hazardous Waste Small Quantity Generator Self-Certification Program

Dear Small Quantity Generator:

Attached to this letter please find the *Self-Certification and Declaration of Compliance Form* (SQG Form). The SQG Form is part of the New Hampshire *Hazardous Waste Small Quantity Generator Self-Certification Program* (The SQG Program). You are receiving this form because your company has provided notification to the New Hampshire Department of Environmental Services (DES) that it is a small quantity generator (SQG) of hazardous waste, that is, your company generates less than 220 pounds (100 kilograms) of hazardous waste in each and every month.

As a SQG your company is regulated by New Hampshire's Hazardous Waste Management Law, RSA 147-A. The law requires each SQG to review their hazardous waste management procedures, conduct a self-inspection of their facility and certify compliance to DES *every three years*. The SQG Form (salmon) attached to this letter is provided to you to conduct such a review. Please complete, sign, and return the SQG Form to DES. Also attached to this letter for your review is a Hazardous Waste Activity Notification Form (yellow). Please verify the information on the Notification Form and **return both forms and the associated fee to DES by January 1, 2006**. Information regarding the fee is described in Item B of this letter.

A. Background:

Despite the relatively small amount of hazardous waste generated by each individual SQG, releases from SQGs have created about a third of the hazardous waste sites in New Hampshire. Over the years, many SQGs have been inspected by staff from DES, but many more have not been inspected. With about 5,000 hazardous waste generators in the state, DES has been limited in its ability to monitor compliance with the regulations through inspections. To address the inspection problem and to improve compliance rates of SQGs, the New Hampshire Legislature established the SQG Program in 2003 with the amendment to RSA 147-A. For more information regarding the SQG Program please review the attached Fact Sheet, *Hazardous Waste Small Quantity Generator Self-Certification Program*.

B. Fee:

SQGs must also submit a fee of \$60 per year, payable *every three years* at the time of certification. Regardless of the date that the first certification is due, every SQG will pay \$60 per year beginning with 2004. The first certification due date for SQGs located in Belknap, Carroll, Coos, Grafton, Merrimack and Sullivan Counties is January 1, 2006. The associated fee is \$300 (this includes \$60 for 2004, \$60 for 2005 and \$180 for 2006, 2007 and 2008).

Please provide the payment of **\$300** along with the completed **SQG Form** and **Hazardous Waste Activity Notification Form** to DES by **January 1, 2006**. Please note that political subdivisions of the state, for example, town governments, are exempt from the fee but not from the certification requirement.

C. Outreach and Assistance:

For its part, DES is developing an outreach program to assist SQGs to comply with substantive requirements as well as the new certification requirement.

Training

Attached to this letter, please find a flyer about **upcoming training**. In addition to providing assistance on filling out the SQG Form, the training sessions provide valuable information on the proper management of your hazardous waste stream. The training sessions are free and will be offered in various locations within the state.

FAQs and Notes

Please also find attached to this letter, *Frequently Asked Questions/Some General Notes to Help You Fill Out the Form*, which should provide assistance with completing the SQG Form.

Website

If you have access to the World Wide Web please visit the SQG Program's web site at www.des.state.nh.us/sqg. The web site contains information on how to fill out the form, training opportunities, and links to related programs. You can also register on-line for the training sessions.

Telephone

If you have questions after you have reviewed the attached materials and/or after visiting the web site, you can call DES toll-free at 1-866-HAZ-WAST (1-866-429-9278) (in-state only), or at (603) 271-2990, to speak with a staff member.

Thank you in advance for participating in the New Hampshire *Hazardous Waste Small Quantity Generator Self-Certification Program*. We look forward to receiving your completed *Self-Certification and Declaration of Compliance Form*, associated fee, and verified Notification Form, on or before January 1, 2006. We truly appreciate your continuing efforts to work with DES as we both work towards sustaining New Hampshire's healthy and high quality environment.

Sincerely,



Susan G. Francesco, Supervisor
Hazardous Waste Certification Program
Waste Management Division

Attachments:

- ✓ Small Quantity Generator Self-Certification and Declaration of Compliance Form
- ✓ Frequently Asked Questions/Some General Notes to Help You Fill Out the Form
- ✓ Hazardous Waste Activity Notification Form
- ✓ Hazardous Waste Small Quantity Generator Self-Certification Program Fact Sheet
- ✓ Training Opportunities for Small Quantity Generators